



VFC Change of Information

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1. VFC Change of Information Form Instructions

The VFC change of information form can only be submitted by a current VFC contact. If both the primary and backup contacts are no longer employed by the provider please contact the KSWebIZ helpdesk at 877-296-0464 or email immregistry@kdhks.gov for further instructions. Only one request can be submitted at a time. If you have submitted the form for approval and wish to make changes the KSWebIZ helpdesk will need to be contacted to reject the current form to allow a new form to be submitted.

1. Begin by visiting the KSWebIZ website: <https://kanphix.kdhe.state.ks.us>
2. When you arrive at the website, select the link for 'WebIZ'.
3. Enter your **Username** and **Password**.
4. Select 'Login'.

For users that have access to multiple providers, make sure your **Default Provider/Clinic** on the home screen is set to the provider you are submitting the form for.

For providers with a warehouse and an administration clinic, the **Default Provider/Clinic** on the home screen must be set to the warehouse not the administration clinic.

5. Select the link for 'Reports' on the left hand menu.
6. Scroll Down to **VFC Program Forms** section and select the 'VFC Change of Information Form' link.
7. To submit a new request, select 'Add Clinic Change Request'.

If the message; *the page at <https://kanphix.kdhe.state.ks.us> says: There is a request for this clinic that has not completed its workflow. Please select another clinic or locate and update the existing request through the search function*, appears there is already a request started or submitted. You will need to follow the **Reviewing a Previous Request** instructions, on page 3.

8. Enter any information that needs updated.

Clinic VFC/VTckS Contact Definitions:

- Primary Contact – the primary user that submits inventory and vaccine orders.
- Secondary Contact – a user that has view only access for inventory and vaccine orders.
- Backup Contact – the backup user that submits inventory and vaccine orders.

9. Select 'Create'

The form will be defaulted to in work status. This status allows you to save the information you have entered without submitting it for approval. You will be able to access the form at a later time to finish it and change the status to submitted for approval by following the **Reviewing a Previous Request** instructions below.

10. Change the **Request Status** drop down to 'Submitted for Approval'.
11. Select 'Update'.



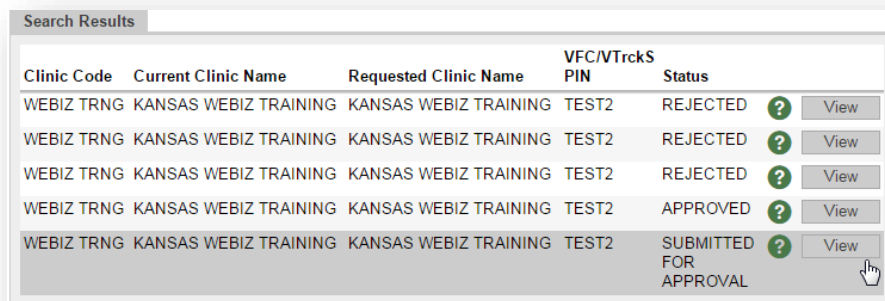
a. Reviewing a Previous Request

If you have submitted the form for approval and wish to make changes the KSWebIZ helpdesk will need to be contacted at 877-296-0464 or immregistry@kdheks.gov. The helpdesk will reject the current form to allow a new form to be submitted.

1. Begin by visiting the KSWebIZ website: <https://kanphix.kdhe.state.ks.us>
2. When you arrive at the website, select the link for 'WebIZ'.
3. Enter your **Username** and **Password**.
4. Select 'Login'.
5. Select the link for 'Reports' on the left hand menu.
6. Scroll Down to **VFC Program Forms** section and select the 'VFC Change of Information Form' link.

Update any of the criteria to narrow your search.

7. Select 'Search'.
8. Select 'View' on desired result to view the form.



The screenshot shows a 'Search Results' window with a table of VFC program forms. The table has five columns: Clinic Code, Current Clinic Name, Requested Clinic Name, VFC/ITrckS PIN, and Status. There are five rows of data, all with 'WEBIZ TRNG' as the clinic code and 'KANSAS WEBIZ TRAINING' as the clinic name. The VFC/ITrckS PIN is 'TEST2' for all rows. The Status column shows 'REJECTED' for the first three rows, 'APPROVED' for the fourth row, and 'SUBMITTED FOR APPROVAL' for the fifth row. Each row has a green question mark icon and a 'View' button next to the status.

Clinic Code	Current Clinic Name	Requested Clinic Name	VFC/ITrckS PIN	Status
WEBIZ TRNG	KANSAS WEBIZ TRAINING	KANSAS WEBIZ TRAINING	TEST2	REJECTED
WEBIZ TRNG	KANSAS WEBIZ TRAINING	KANSAS WEBIZ TRAINING	TEST2	REJECTED
WEBIZ TRNG	KANSAS WEBIZ TRAINING	KANSAS WEBIZ TRAINING	TEST2	REJECTED
WEBIZ TRNG	KANSAS WEBIZ TRAINING	KANSAS WEBIZ TRAINING	TEST2	APPROVED
WEBIZ TRNG	KANSAS WEBIZ TRAINING	KANSAS WEBIZ TRAINING	TEST2	SUBMITTED FOR APPROVAL

Status Definitions:

- **Approved** – the form submitted has been approved and updated.
- **Rejected** – the form submitted was rejected and contact was made to follow-up explaining why. A new request will need to be submitted.
- **Submitted for Approval** – the form has been submitted but is still being processed, or waiting on additional information.
- **In work** – the form has not been submitted. You will need to update the **Request Status** to 'Submitted for Approval' for the information to be reviewed.

CDC Immunization Courses

The CDC immunization courses can be accessed at:

<http://www.cdc.gov/vaccines/ed/youcalltheshots.htm>

The two required You Call The Shots Web-based Training Course are:

- **Vaccines for Children (VFC)**
- **Vaccine Storage and Handling**

Now Available

- Diphtheria, Tetanus, and Pertussis (DTaP) Sep 2015
- *Haemophilus influenzae* type b (Hib) Jul 2015
- Hepatitis A Jun 2015
- Human Papillomavirus Jul 2015
- Influenza Sep 2015
Scroll to bottom of page and click "continue" to start program
- MMR Jan 2015
Scroll to bottom of page and click "continue" to start program
- Polio Oct 2015
- Tetanus, Diphtheria, and Pertussis (Tdap) **DEC 2015**
- Understanding the Basics: General Recommendations on Immunization Feb 2015
- **Vaccines For Children (VFC) JAN 2016**
Scroll to bottom of page and click "continue" to start program
- **Vaccine Storage and Handling JAN 2016**
Scroll to bottom of page and click "continue" to start program

Detailed instructions for obtaining a certificate for the immunization courses can be found at:

<http://www.cdc.gov/vaccines/ed/ce-credit-how-to.htm>

The image shows two sample certificates from the Centers for Disease Control and Prevention (CDC). Both certificates are for a participant named "John A. Hall". The left certificate is for the "Immunization: You Call the Shots Module: Vaccines for Children - 2015 (Web-based)" course, and the right certificate is for the "Immunization: You Call the Shots Module: Vaccine Storage and Handling - 2015 (Web-based)" course. Both certificates include a signature line for "Sharon L. Hall, MD, MPH" and a date field. The certificates are dated "10/15/2015".

For further assistance or issues please contact your regional nurse.

Send in a copy of the Certificates:

- Fax: **785-291-3142** or
- Email: **immregistry@kdheks.gov**



3. Register for KSWebIZ Access

All new users need to register for KSWebIZ access at the following web address:

<https://kanphix.kdhe.state.ks.us>

Upon arriving at this web address the new user will need to select **'Register'** under the **KANPHIX Menu** on the right hand side.



Follow the guided instructions to register for access.

Upon registration completion, your submitted registration will be verified and processed by registry staff in correlation with KDHE IT. Following verification and approval, you will be issued a username, temporary password, and instructions on how to access KSWebIZ.

KSWebIZ staff asks that you please allow a minimum of two weeks (10 business days) to process access.

- Two email notifications will be sent to the new user from: KEAP@kdheks.gov
 - The first email will have the subject: KSWebIZ Username
 - The second email will have the subject: KSWebIZ Temporary Password

